

Contractor Manpower Reporting (CMR) Requirement

(a) References: Secretary of the Army memorandum "Accounting for Contract Services" dated 7 Jan 2005. (https://contractormanpower.army.pentagon.mil/Includes/SecofArmy_Memorandum.pdf)

(b) Description: The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor will report ALL contractor personnel (including subcontractor personnel) required for the performance of this contract.

(c) Delivery Instructions: The Contractor is required to completely fill in all of the information in the format and procedures provided at the following web address:

<https://contractormanpower.army.pentagon.mil/>

Refer to the CMR System User Guide and Frequently Asked Questions Document at this web address for additional information.

(d) Preparation Instructions: The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- (5) Estimated direct labor hours (including sub-contractors);
- (6) Estimated direct labor dollars paid this reporting period (including subcontractors);
- (7) Total payments (including subcontractor);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
- (9) Estimated data collection cost;
- (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
- (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);
- (12) Presence of deployment or contingency contract language;
- (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country);
- (14) Contractor's Commercial and Government Entity (CAGE) Code
- (15) Fund cite(s);
- (16) Fiscal year; and
- (17) Competed through A-76 or not.

(e) As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement.

(f) Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year. If contract performance is completed before September 30, the data can be reported upon contract completion rather than waiting for the end of the fiscal year. Annual reporting for the CMR must occur by 31 October of each calendar year.

(g) Contractors shall use a direct XML data transfer to the database server. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.